

Meeting the “Required Specialized Experience” section of the vacancy announcement is paramount to qualifying for the job.

HOW TO CREATE A PROFESSIONAL RESUME

Using a word processor like Microsoft Word '97 ®, find a suitable template for your resume such as *Professional Resume* found by clicking *File-New-Other Documents tab-Professional Resume*.

- 1. Insert your words** in place of the fictitious type, using and/or re-formatting the preset paragraph styles, font type/size, table layout and other formatting.
- 2. Use spell check** to catch common misspellings before printing a draft.
- 3. Use print preview** to review your resume format before printing a draft.
- 4. Print a draft**
- 5. Take your resume** to a trusted individual for proof reading and feedback.
- 6. Make corrections and improvements.**
- 7. Use print preview** to review your resume before printing the final.
- 8. Print the final copy.**

OTHER TIPS

The application process involves more than preparing a single document. Applicants must consult the “How to Apply” section of the vacancy announcement for a comprehensive list of all the required documents and instructions.

Applicants should understand that they are preparing and assembling an *application packet*.

THE HRO WEBSITE

The Tennessee National Guard HRO website is a valuable resource for new applicants and “on-board” technicians. Search vacancy announcements, download forms, review sample forms, search the HRO regulations (HRO 690-1) and educate yourself to the world of full-time guard opportunities.

www.tn.ngb.army.mil/hro



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APPLYING FOR A DUAL-STATUS VACANCY IN THE TENNESSEE ARMY & AIR NATIONAL GUARD

TNNG HRO Pam 58



HOW TO APPLY

VACANCY ANNOUNCEMENT TYPES

Vacancy announcements are posted on bulletin boards at National Guard facilities throughout the state. The most accurate listing of current vacancy announcements can be found on the HRO web site at www.tn.ngb.army.mil/hro

There are seven different types of vacancy announcements

1. Dual Status Army Technician
2. Dual Status Air Technician
3. Dual Status Army & Air Technician
4. Army AGR
5. Air AGR
6. Non-dual Status Army or Air
7. Dual Status or AGR

If an announcement is marked “dual status”, this position is in the excepted federal civil service under the authority of Title 32 Sec. 709 U.S.C. and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as “excepted” and “military technician.” Wear of the uniform after employment is mandatory.

If marked “non-dual status”, the position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as “competitive.” Applying for “competitive” positions has

requirements independent of this pamphlet.

If marked AGR, this type of position is in the active duty arena under the authority of Title 10 Subtitle E U.S.C. Applying for this type of position has requirements independent of this pamphlet.

The scope of this pamphlet is to describe how to apply for a “dual status” technician vacancy announcement, types 1-3.

THE VACANCY ANNOUNCEMENT

The first page of a vacancy announcement lists all the information that is unique to the job being announced. The second page contains information that is common to all dual status vacancies. Every vacancy announcement has a “How to Apply” section. It is imperative that an applicant follow the instructions found in the “How to Apply” section of a vacancy announcement.

TNNG HRO ASE Form 02 is the key to addressing the “Required Specialized Experience” section of the job announcement.

THE 10 ESSENTIAL RESUME COMPONENTS

Applicants applying for announcement types 1-3 may submit a resume in lieu of an SF 171 or an OF 612, providing it includes the following information.

1. Vacancy Announcement Number, Job Title, and Grade.
2. Full name, address, day and evening telephone numbers with area code, and social security number.
3. Citizenship, reinstatement eligibility (if applicable) and highest federal civilian grade held. (if applicable)
4. High School (HS) name, HS city, HS state, and date of diploma or GED.
5. College, University, or Trade School name, city (ies), state(s), degree(s), certificate(s), major or minor course work, credit hours with “semester” or “quarter” credit hours specified.
6. Work and life experience to include job title(s), duties and accomplishments, employer’s name(s) and address(es), supervisor’s(s’) name(s) and phone number(s), start and end date(s).
7. Training, courses, languages, computer skills/courses, typing speed, current certificates, and current licenses relevant to the vacancy announcement.
8. Honors, awards, and special accomplishments relevant to the vacancy announcement.
9. MOS/AFSC qualifications
10. Applicant’s Signature

Resume writing is an art and an industry unto itself. There are numerous books, professional consultants, magazine articles, computer software programs, word processors, and internet web sites dedicated to the art of resume writing. You may be competing against applicants who use these resources.